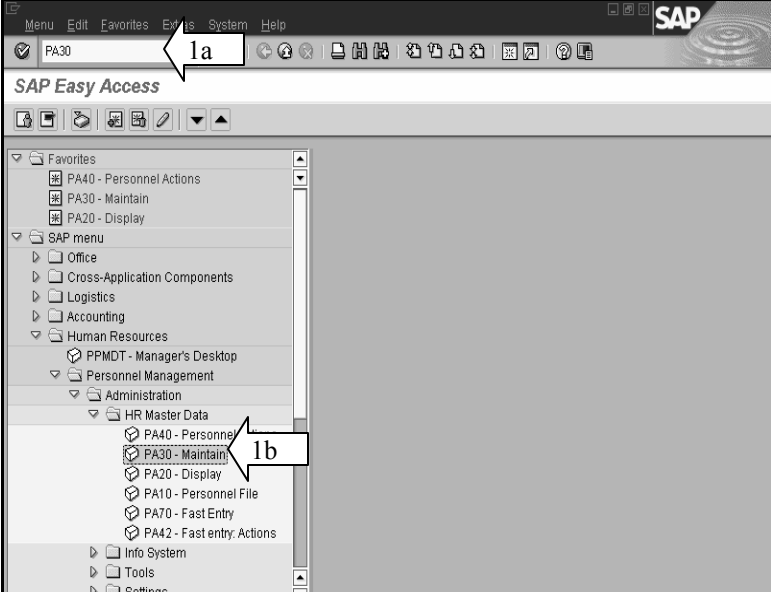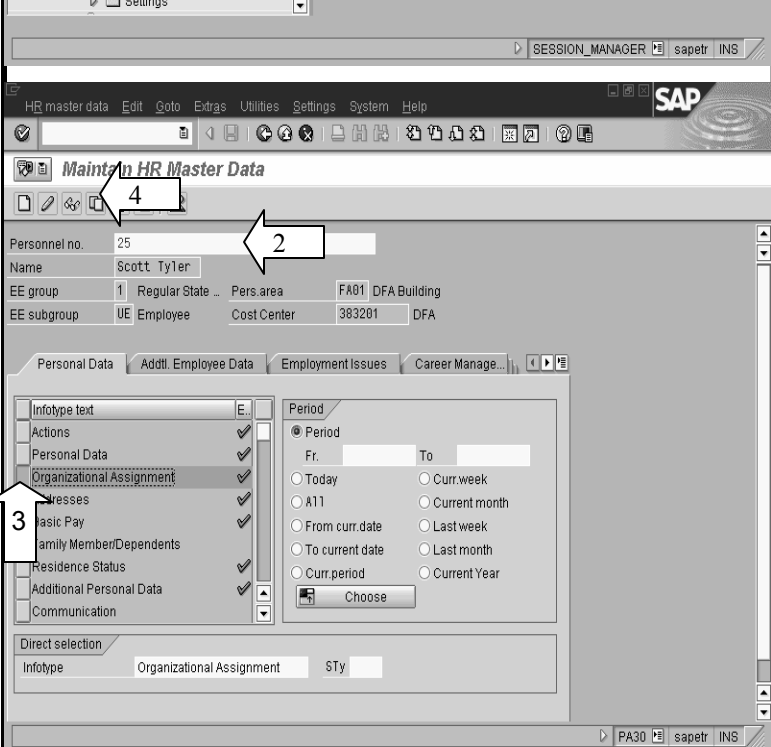# Demonstration

- **Changing an Employee's Contract Field Option**

Human Resources > Personnel Management >
Administration > HR Master Data
(PA30)

Note:  The contract field on the employee's Organizational Assignment
infotype along with employee group and subgroup determines benefits
eligibility for the employee.  Therefore, it is important for the contract
field to reflect accurate information so the employee can be enrolled in
the benefits they are eligible for.

# Changing an Employee's Contract Field Option

| SCREEN VIEW | STEPS |
|---|---|
|  | 1a. Enter transaction code **PA30** in the command field and press enter, <br><br> OR <br><br> 1b. Optional - Follow the menu path and double click on PA30 - Maintain. |
|  | 2. Enter the employee's Personnel number. <br><br> 3. Select the Organizational Assignment infotype. <br><br> 4. Click on the copy icon. |

# Changing an Employee's Contract Field Option

| SCREEN VIEW | STEPS |
|---|---|
| | 5. Change the Start date to the beginning date of the current pay period in which the change is being made. |

**SCREEN VIEW**

Infotype  Edit  Goto  Extras  System  Help

Copy Organizational Assignment

Org Structure

| Personnel No | 25 | Name | Scott T... | Status | Active |
| EE group | 1 | Regular State Em... | Personnel ar | FA01 | DFA Building |
| EE subgroup | UE | Employee | SSN | 013-34-2687 | |
| Start | 03/14/2004 | to | 12/31/9999 | | |

Enterprise structure
CoCode    ARK    e of Arkansas    Leg.person
Pers.area    FA01    DFA    Subarea    NEL1    NOT,Ex,ASHB
Cost Ctr    383201    DFA    Bus. Area    0610    DEPT OF FINANCE AND ...

Personnel structure
EE group    1    Regular State Empl.    Payr.area    11    Arkansas Bi-Weekly
EE subgroup    UE    Employee    Contract    1000 Hours/Year

Contract drop-down:
0-19 HRS PER WK
1000 Hours/Year
80+HR/MO, 3MO
<80HR/MO, 3MO
Drop 1000Hrs Yr
Drop <20 Hrs Wk
RehirRet 1000YR
RehireRET<20 WK

Organizational plan
Percentage    100.00    Administrato...
Position    22080181    R139    PersAdmin
DFA FINANCIAL ADVI...    Time
Job key    21668669    R139    PayrAdmin
DFA FINANCIAL ADVI...
Exempt    E

PA30    sapetr    INS

**STEPS**

5. Change the Start date to the beginning date of the current pay period in which the change is being made.

6. In the Contract field, click on the drop-down list and select the appropriate option.

➢ For employees who enroll in the DROP and work 1,000 hours or more a year, select "Drop 1000 Hrs Yr". This employee will be eligible for the health and life benefits, but not retirement.

➢ For employees who enroll in the DROP and work less than 20 hours a week, select "Drop < 20 Hrs Wk". This employee will not be eligible for any benefits.

➢ For rehired retirees who work 1,000 hours or more a year, select "RehirRet 1000YR". This employee will be eligible for the health and life benefits, but not retirement.

➢ For rehired retirees who work less than 20 hours a week, select "RehireRET < 20 WK". This employee will not be eligible for any benefits.

➢ **REMEMBER**: Rehired retirees are eligible to be enrolled in a different retirement plan than what they retired in as long as they were hired to work at least 80 hours or more a month for 3 months or more, or they are to work 1000 hours a year (i.e. Employee who retired from DFA, hired at the Dept. of Education). In this case, do not use one of the rehired retirees options. Use an option that is used for a regular employee (i.e. 1000 Hours/Year, etc).

# Changing an Employee's Contract Field Option

| SCREEN VIEW | STEPS |
|---|---|
|  | 7. Click Enter.<br><br>The message, "Record valid from (date) to 12/31/9999 delimited to end" may appear.<br><br>Click Enter again.<br><br>The message, "Save your entries" should appear.<br><br>8. Click Save. |
|  | 9. The message, "Record created" will appear. |